

To: Space Utilization Board

Subj: REQUEST FOR MAJOR SPACE ASSIGNMENT OR CHANGE

Date of Request: _____ Branch: _____

Major Tenant Code: _____ Division: _____

Point of Contact: _____ Telephone: _____

1. Reason for request (attach justification documentation):
2. Proposed space utilization:
3. Current space allocations (both from/to locations):
4. Number of personnel to be moved and status (include position and rank):
5. Foreseen costs (include furniture, telephones, movement of equipment, and any other cost anticipated):
6. Telecommunications services (describe telephone or computer changes, if any):

Requestor signature: _____

Deputy Chief/Director signature: _____

Space Utilization Board Chair signature: _____

Approved

Disapproved

Chief of Staff signature: _____

Approved

Disapproved

Copy to:

Head, Support Services Branch

Fiscal Management Division

Information Technology Division

All other affected codes